

29 CFR Part 1904

Recording and Reporting Occupational Injuries and Illnesses

◆ What is a Recordable Injury or Illness?

- ◆ Basic requirement. You must consider an injury or illness to meet the general recording criteria, and therefore to be recordable, if it results in any of the following: death, days away from work, restricted work or transfer to another job, medical treatment beyond first aid, or loss of consciousness. You must also consider a case to meet the general recording criteria if it involves a significant injury or illness diagnosed by a physician or other licensed health care professional, even if it does not result in death, days away from work, restricted work or job transfer, medical treatment beyond first aid, or loss of consciousness.

29 CFR Part 1904

Recording and Reporting Occupational Injuries and Illnesses

- ◆ What is a **Recordable Injury** or **Illness**?
 - ◆ You must record **all work-related needle stick injuries and cuts from sharp objects that are contaminated with another person's blood or other potentially infectious material (as defined by 29 CFR 1910.1030). You must enter the case on the OSHA 300 Log as an injury. To protect the employee's privacy, you may not enter the employee's name on the OSHA 300 Log (see the requirements for privacy cases in paragraphs 1904.29(b)(6) through 1904.29(b)(9)).**

29 CFR Part 1904

Recording and Reporting Occupational Injuries and Illnesses

◆ What is a **Reportable Injury** or **Illness**?

- ◆ **Within eight (8) hours after the death of any employee from a work-related incident or the in-patient hospitalization of three or more employees as a result of a work-related incident, you must orally report the fatality/multiple hospitalization by telephone or in person to the Area Office of the Occupational Safety and Health Administration (OSHA), U.S. Department of Labor, that is nearest to the site of the incident. You may also use the OSHA toll-free central telephone number, 1-800-321-OSHA (1-800-321-6742).**
- ◆ **29 CFR 1904.39 provides additional details such as the who, what, when, where, information OSHA will require.**

29 CFR Part 1904

Recording and Reporting Occupational Injuries and Illnesses

- ◆ How is Work-Relatedness determined (29 CFR 1904.5a)?
 - ◆ You must consider an injury or illness to be work-related if an event or exposure in the work environment either caused or contributed to the resulting condition or significantly aggravated a pre-existing injury or illness. Work-relatedness is presumed for injuries and illnesses resulting from events or exposures occurring in the work environment.
 - ◆ 29 CFR 1904.5 provides in-depth guidance on determining work-relatedness of an injury or illness.

29 CFR Part 1904

Recording and Reporting Occupational Injuries and Illnesses

OSHA Forms:

You must use OSHA 300, 300-A, and 301 forms, or equivalent forms, for recordable injuries and illnesses. The OSHA 300 form is called the Log of Work-Related Injuries and Illnesses, the 300-A is the Summary of Work-Related Injuries and Illnesses, and the OSHA 301 form is called the Injury and Illness Incident Report.

29 CFR Part 1904

Recording and Reporting Occupational Injuries and Illnesses

- **The OSHA 300 Log is initiated at the beginning of each calendar year (January 1st through December 31st).**
- **You must enter information about your business at the top of the OSHA 300 Log, enter a one or two line description for each recordable injury or illness, and summarize this information on the OSHA 300-A at the end of the year.**
- **Used to record applicable work-related injuries or illnesses as defined in 29 CFR 1904.5(a)**
- **Must be annotated within 7 calendar days of receiving information that a recordable injury or illness has occurred.**

29 CFR Part 1904

Recording and Reporting Occupational Injuries and Illnesses

- **OHSA Form 300A:**
 - **Summary of injuries/illnesses recorded on the OSHA Form 300.**
 - **Information on the form must be certified by Director and posted in the work center no later than February 1st and remained posted until April 30th of the year following the year covered by the form.**
 - **Must be posted even if there were no recordable work-related injuries/illnesses. (29 CFR 1910.32)**

29 CFR Part 1904

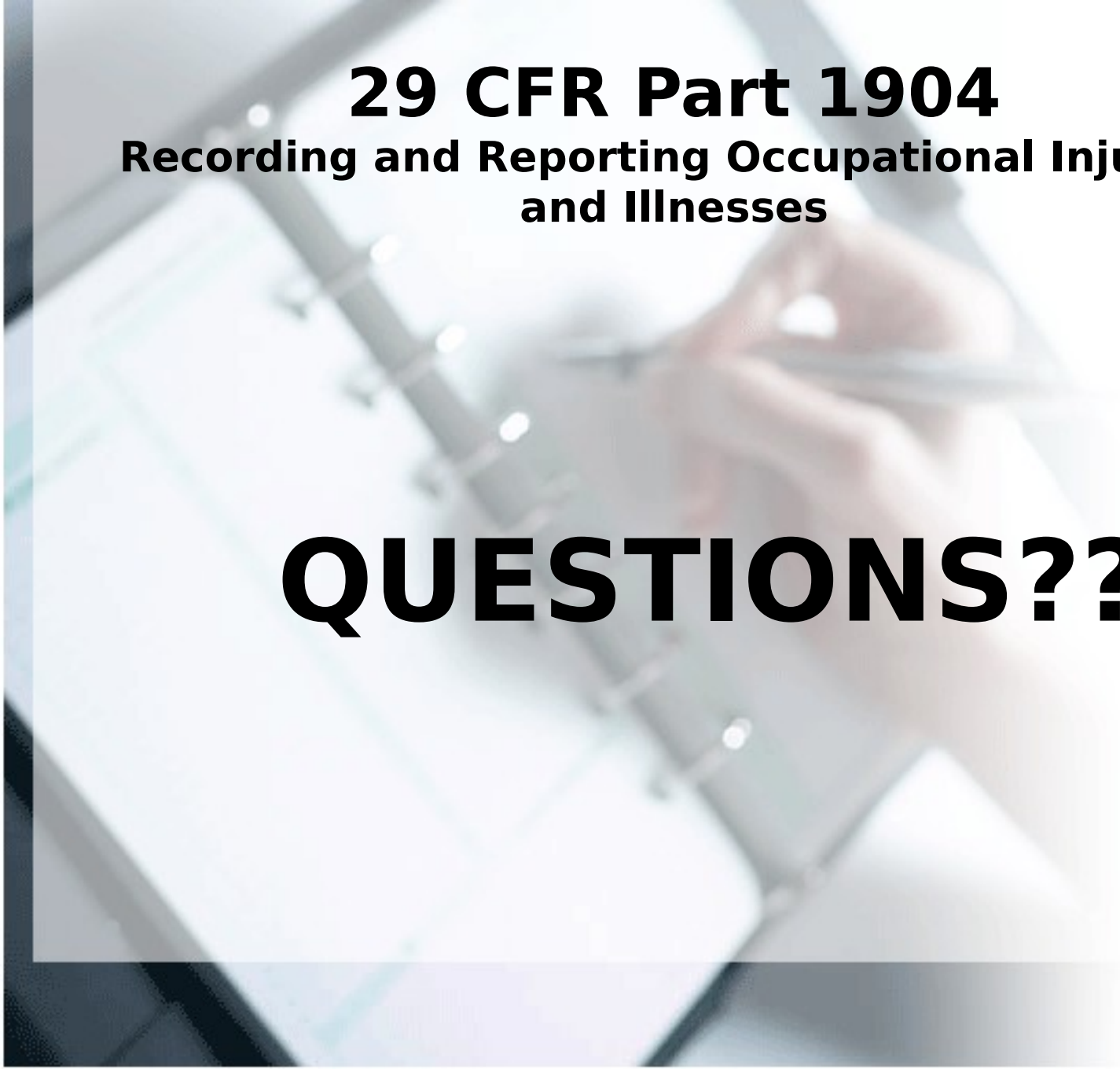
Recording and Reporting Occupational Injuries and Illnesses

- **When is the OSHA 301 Incident Report completed?**
 - **You must complete an OSHA 301 Incident Report form, or an equivalent form, for each recordable injury or illness entered on the OSHA 300 Log.**
- **How quickly must each injury or illness be recorded?**
 - **Must be annotated within 7 calendar days of receiving information that a recordable injury or illness has occurred.**

29 CFR Part 1904

Recording and Reporting Occupational Injuries and Illnesses

- **Records retention and availability:**
 - **According to Public Law 91-596 & 29 CFR 1904 you must keep these forms on file for five years following the year to which it pertains.**
 - **Must be made available to an authorized government representative within four business hours (29 CFR 1904.40), or to an employee by the next business day (29 CFR 1904.35).**



29 CFR Part 1904

Recording and Reporting Occupational Injuries and Illnesses

QUESTIONS??